



STATE OF ARKANSAS INSTRUCTOR EXAMINATIONS



CANDIDATE INFORMATION BULLETIN

This *Candidate Information Bulletin* ("CIB") is intended for your use in preparing for and understanding the processes and procedures for applying for licensure and scheduling to test. The Arkansas State Board of Cosmetology (the "State Board") is responsible for licensing and regulating the profession of cosmetology in the State of Arkansas. The State Board has contracted with Professional Credential Services ("PCS") to provide administrative examination services. The State Board, through PCS, will exclusively use the National-Interstate Council of State Boards of Cosmetology ("NIC") examinations.

Arkansas State Board of Cosmetology
101 East Capitol Avenue, Suite 108
Little Rock, Arkansas 72201

Phone: (501) 682-2168
Fax: (501) 682-5640
cosmo@arkansas.gov

How to Apply with Arkansas State Board of Cosmetology: A candidate's school must legibly and accurately submit a completed Certificate of Training Form and an Application for Practitioner Examination form to the Arkansas State Board of Cosmetology.

Eligibility Requirements: A candidate who wishes to obtain an Instructor's license must pass both a **written** and a **practical** examination. To qualify to take either of these examinations, a candidate **must**:

1. Have successfully completed a **600-hour** course of methods of teaching in a board-approved school of cosmetology. School must submit a completed Certificate of Training Form. Forms can be downloaded online at www.arkansas.gov/cos or www.pcshq.com
2. Be at least 21 years old;
3. Must have a current license in the field you wish to teach (Cosmetology, Manicuring, Aesthetics, Electrology)

*If you are applying to take the Electrologist Instructor exam, you are also required to have three (3) years of practical experience as an electrologist in the State of Arkansas within the past five (5) years.

RECIPROCITY – If you hold a current license in a different state, you are required to submit a completed Reciprocity Form. Forms can be downloaded online at www.arkansas.gov/cos or www.pcshq.com

Special Accommodations: If you need special accommodations under the *Americans with Disabilities Act*, you must make the request at the time you submit your Certificate of Training Form or Reciprocity Form to the Arkansas State Board, along with supporting medical documentation. No interpreters are allowed for either the practical or written examinations.

Any questions regarding your eligibility status should be directed to the Arkansas State Board (see contact information listed above)
If approved, the State Board will notify PCS and you will receive additional information from the State Board regarding the examinations you have been approved to take.

If you are **not** approved because of an incomplete Certificate of Training Form, discrepancies, missing documentation, including signatures, you will be notified by the State Board and your eligibility status will be pending until you make the necessary and requested corrections. If necessary, your documentation will be returned to you by first-class mail. All information on file with the State Board must reflect the above eligibility requirements have been met by the deadline date in order to be scheduled for the next examination date.

1. **PRACTICAL EXAMINATION:** Once you have been approved by the State Board to take the practical examination, it is your responsibility to schedule with Professional Credential Services at 1-888-822-3272. Practical examination fees may be paid over the phone with a Visa or MasterCard.

Once you are scheduled, PCS will issue an **Admission Notice** for the practical examination approximately 7-10 days prior to the test date. If you do not receive your admission notice on the Monday prior to the approved examination date, please call PCS for further instructions. Any questions regarding scheduling the practical exam should be directed to PCS. Do **not** call the State Board office.

Professional Credential Services
Attn: Arkansas Cosmetology Coordinator
150 Fourth Avenue North, Suite 800
Nashville, Tennessee 37219-2496

Toll-Free: 888-822-3272
Fax: 615-846-0153
Email: arkcos@pcshq.com
Website: www.pcshq.com

2. **WRITTEN EXAMINATION:** Once you have been approved by the State Board to take the written examination, it is your responsibility to schedule with LaserGrade at 1-800-211-2754.

Written examinations are offered on a daily basis using a computer-based testing platform. Since LaserGrade tests for many different professions, please allow three business days between the time you call to schedule your examination and the time you wish to sit for the examination. A "seat" may not be available at the time you wish to test if there is not sufficient lead-time in placing your scheduling call. There are several LaserGrade Testing Centers throughout Arkansas, however, you can examine at any LaserGrade test center located throughout the United States. You may access test center information at www.lasergrade.com. Enter your zip code under "Quick Find" or choose "Find a Testing Center" to find the nearest test center to you. Maps and test center hours are available from this web site as well.

You will take your written examination on a personal computer. You select answers either by using a mouse or the keyboard. Please visit www.lasergrade.com for additional information on computer-based testing. If you encounter any problems with the computer, you should notify the test administrator. You will be given 90 minutes to complete the entire examination. Examination questions are multiple-choice with one correct answer and three incorrect responses. There is no penalty for guessing. You must attain a score of 70 to achieve a passing score on the cosmetology written examination. LaserGrade personnel have no knowledge of, are not responsible for and cannot answer questions about the content of the examinations, references, passing scores, etc.

Fees:

Practical Examination - Fees for scheduling and testing will be paid directly to PCS.

Written Examination - Fees for scheduling and testing will be paid directly to LaserGrade.

Do not send examination fees to the AR Board. Fees are as follows:

Submit fee to PCS 1-888-822-3272

Instructor Practical: \$65.00

Submit fee to LaserGrade 1-800-211-2754

Instructor Written: \$50

*Written examination includes Arkansas State Law questions

**Reciprocity Candidates - \$25 (Arkansas State Law questions ONLY)

Written and Practical Examination Admission Requirements:

You must present your **Authorization To Test**, provided by PCS, with a recent 2x2 passport type photo attached along with one form of U.S. government issued identification with a photograph and your signature (i.e. driver's license, resident card, or U.S. passport) at the LaserGrade site for the **theory examination** in order to be admitted to the examination room.

You must present your **Admission Notice**, provided by PCS, with a recent 2x2 passport type photo attached along with one form of U.S. government issued identification with a photograph and your signature (i.e. driver's license, resident card, or passport) at the **practical examination** site in order to be admitted to the examination room.

The identification must be current, clearly recognizable or you may not be admitted to test. If your photo does not have a signature, you must bring a second form of signature identification.

It is your responsibility to be at the test center on time. Candidates will not be permitted into the examination room after your scheduled testing time. It is strongly suggested that you visit the site before the day of the examination so you are familiar with the route and the travel time. Candidates are not permitted to bring anyone into the examination room. Candidates are not permitted to talk to one another once inside the examination room.

General Policies and Procedures for Written and Practical Examinations:

Security Policies: Suspected security breaches during either the written or practical test administrations, such as an act of impersonation, creating a disturbance, giving or receiving unauthorized information or aiding other candidates, attempting to remove test information by any means, possessing prohibited materials or sharing supplies may be sufficient cause to dismiss you from the examination site or to invalidate or cancel your scores. Suspected breaches may be identified by observation or suspicion by the test center staff, or may be evidenced by subsequent statistical analysis of examination materials. PCS reserves the right to investigate each incident of misconduct and will report such incidents directly to the State Board. The State Board will make all final decisions on examination score invalidations or cancellations. No visitors, guests or children are allowed in the test center.

Copyrighted Exam Questions: All test questions are the express copyrighted property of NIC. It is forbidden under federal copyright law to copy, reproduce, record, distribute or display these test questions by any means, in whole or in part. Doing so may subject you to severe civil and criminal penalties, including prison incarceration and/or fined up to \$250,000 for criminal violations.

Prohibited Items: No food, beverages, notebooks, magazines, backpacks, briefcases, hats, caps, reference books or electronic devices such as cameras, walkmans, radios, tape players, portable fax machines, cellular telephones, calculator watches, reproduction equipment, beepers or pagers are permitted in the examination room. If any of the aforementioned items are found in a candidate's possession, the Test Center Administrator will collect the item until the end of the examination and provide a written report of the incident to the State Board and PCS. Smoking or the use of tobacco is strictly prohibited in the examination room. PCS is not responsible for any personal items brought into the examination site.

Environmental Distractions: Although every attempt is made to provide a quiet and comfortable test environment, noise and room temperature may be an unforeseen and unavoidable distraction. It is suggested that you wear the type of clothing that would allow you to adapt to a cooler or warmer climate at the testing site. LaserGrade will provide earplugs at the testing center if requested.

Emergency Policy: In the event of inclement weather or similar emergency, a scheduled examination may be canceled or delayed. However, this decision is made only in rare instances and at the discretion of PCS and/or LaserGrade. If a test center is open for

testing, and you choose not to appear for your scheduled examination, your fee will be forfeited. You will have to reschedule your appointment and resubmit the appropriate fee to PCS. If you have reason to question whether or not a center will be closed due to an emergency, please call PCS to make inquiries regarding the practical examination and LaserGrade for inquiries regarding the written examination.

Refunds and Rescheduling Policies: You may reschedule for the written examination without losing your fee *if* you contact LaserGrade within three working days **prior** to your scheduled examination date. If you reschedule **after** the three-day window, you will forfeit your fee. Rescheduling is **not** permitted for the practical examination. Unless you are hospitalized or are involved in a traffic accident on the way to the test center that prevents you from arriving on time, refunds are **not** issued nor are fees transferable for either the written or the practical examinations. Documentation of the above-noted exceptions is required.

Score Information: When you complete the written examination, the computer will print out a "Pass" or "Fail" Score Report. If your score report does not print out because of technical problems, a score report will be provided to you within 24 hours after you test. For failing candidates, this will include a strength and weakness report by major content areas. For the written examination, a score of 70 is required in order to pass. For the practical examination, an overall score of 75 must be achieved.

Failing Candidates: Failing candidates will receive a strength and weakness report, as well as information on how to retest. If you fail the practical examination, you must schedule a new date to take the practical examination again. If you fail the written examination, you must schedule a new date to take the written examination again.

Candidates who fail the practical examination must reschedule with PCS by calling 1-888-822-3272.

Candidates who fail the written examination must reschedule with LaserGrade by calling 1-800-211-2754.

Confidentiality: Test results are confidential and are not provided over the telephone.

Passing Candidates: When you have passed both the written and the practical examinations, the State Board will automatically send you your license. Please be sure to notify the State Board and PCS of any mailing address changes. Please allow the State Board 7-10 business days to process and mail your license. It is not necessary to notify the State Board that you have passed an examination; the State Board is provided candidate scores on a daily basis.

Dress Code:

The dress code for the practical examination requires that all candidates wear a **solid white** lab coat or smock that is hip length or longer. Candidates who fail to adhere to this dress code will not be admitted into the exam room

CONTENT OUTLINE FOR THE WRITTEN EXAMINATION:

The National Cosmetology Examination is the national licensure examination for Cosmetology, which is developed and administered by the National-Interstate Council of State Boards of Cosmetology. This Information Bulletin includes the Content Outline covered by the National Cosmetology Examination, sample questions similar to those on actual examinations, and the correct answers. The time allowed for the Instructor written examination is 90 minutes.

THE PROFESSIONAL INSTRUCTOR 40 Questions

Effective Teaching Methods

- ◇ Classroom preparation
 - Preliminary analysis of measurable student learning objectives
 - Preparing time frame for lesson plan
 - Preparing course outline
- ◇ Teaching methods
 - Lecture (incl. presentations by outside sources)
 - Demonstration (incl. presentations by outside sources)
 - Discussion (e.g., question and answer, reflective, summarization)
 - Project (e.g., portfolios, reports, resumes)
 - Visual aids
 - Field trips (e.g., salons, trade shows, day spas, dermatologists' offices)
 - Homework/Independent study
 - Internship programs (e.g., pre-planning, follow-up, supervision/assessment)
- ◇ Communication Skills
 - Language skills (e.g., pronunciation, grammar, vocabulary)
 - Voice (modulation, projection, tone)
 - Non-verbal (e.g., body mechanics, facial expression)

Methods of Assessment for Student Learning

- ◇ Type of Assessment
 - Written
 - Performance/Practical
 - Oral
 - Project/Portfolio

- ◇ Selection of appropriate methods of assessment (e.g., demonstration/practical, lecture/theory)
- ◇ Validity/Reliability of assessments (e.g., assessment consistent with instruction)
- ◇ Evaluation/Self-evaluation
- ◇ Consistency in grading (e.g., scoring rubrics)

CLASSROOM MANAGEMENT 35 Questions

Learning Environment

- ◇ Classroom organization and setup (e.g., atmosphere, decontamination, lighting, temperature)
- ◇ Record keeping (e.g., attendance, progress report, assessments)
- ◇ Motivation (e.g., enthusiasm, instructor's presentation, activities)
- ◇ Assessing students' needs (e.g., language, learning ability, learning styles, physical disability)
- ◇ Safety procedures (e.g., emergency exits, first aid, blood spill procedures)

Instructor Qualities

- ◇ Professional conduct
 - Professional image
 - Professional ethics
- ◇ Classroom supervision
 - Manage situations
 - Discipline
 - Professional leadership

STATE LAW Questions

SAMPLE QUESTIONS

The sample questions are similar to those on the NIC Instructor Written Examination. Each question is followed by four options for an answer. Only one option is correct. Correct answers

are listed following the sample questions.

1. A demonstration should be immediately followed by
 - a. student practice.
 - b. a change of subject.
 - c. a student rest period.
 - d. a complete lecture period.
2. The most important part of the instructor's responsibility is to create and develop student
 - a. organizations.
 - b. course of study.
 - c. extracurricular programs.
 - d. willingness and desire to learn.
3. If instruction methods are to be properly employed, they must be
 - a. flexible.
 - b. impersonal.
 - c. strictly enforced.
 - d. followed without deviation.
4. To be most effective, videos should be selected on the basis of
 - a. availability.
 - b. running time.
 - c. subject matter.
 - d. abilities of the students.
5. A properly organized workbook should be coordinated with the
 - a. curriculum.
 - b. lesson plan.
 - c. text material.
 - d. course of study.
6. The discussion method is useful because it develops
 - a. spirited review lessons.
 - b. student interpersonal relations.
 - c. ideas and expressions from students.

- d. manipulative techniques and skills of students.
7. An instruction sheet is important because it gives pertinent facts about
 - a. clinic patrons.
 - b. tools and materials.
 - c. rules and regulations.
 - d. student attendance rules.
8. In planning a lesson, careful consideration must be given to the
 - a. objectives of the lesson.
 - b. student to instructor relations.
 - c. extracurricular activities.
 - d. various student organizations.

Answers

- | | | | |
|------|------|------|------|
| 1. a | 3. a | 5. a | 7. b |
| 2. d | 4. c | 6. c | 8. a |

INSTRUCTOR REFERENCES

Milady's Master Educator Student Course Book, 2001
Milady, an imprint of Thomson Delmar Learning
5 Maxwell Drive
Clifton Park, NY 12065
(800) 347-7707
www.Milady.com

Salon Fundamentals
Pivot Point's Mindful Teaching Program, 2002-2005
Chicago, IL 60626
(800) 886-4247
www.pivot-point.com

NIC Health and Safety Standards
NIC, Inc., October 2002
www.nictesting.org

CONTENT OUTLINE FOR THE PRACTICAL EXAMINATION:

This bulletin contains important information regarding the NIC National Instructor Practical Examination content and administration. Please review all information carefully.

IMPORTANT INSTRUCTIONS

- Do not leave the examination area without permission. Permission must be obtained to leave the examination area for any reason, including restroom usage or at the completion of the examination.
- Candidates are required to bring their own kit with sufficient quantity of supplies in sanitary condition. This includes the required implements in proper working order and protective drapes. The kit must be kept closed except when removing or replacing materials for a particular service. The kit will be used during the examination as dry storage and is considered part of the work area.
- All examinations are administered in a testing environment. Candidates should bring a container of water if needed for any section of the examination. Candidates may bring a thermos of hot water if desired. All water and their containers must be taken with the candidates and may not be disposed of at the testing facility.
- Candidates must prepare a lesson plan for the Theory Lecture and a lesson plan for the Demonstration Lecture. Candidates will receive the topic assignment with the admission letter. The Theory Lecture and Demonstration Lecture assignments will be on different subject areas and topics. Candidates must bring three copies of each lesson plan to the examination. Candidates retain one copy of each lesson plan.
- Candidates may be responsible for providing any additional items that are needed for the Theory Lecture and Demonstration Lecture. (i.e. marker board, easel, chalkboard, etc.)
- Candidates will be given 10 minutes to set up for the Theory Lecture and 10 minutes to set up for the Demonstration Lecture.
- The verbal instructions will be read twice for each section of the examination. Once you have completed all tasks in the section please indicate that you are finished and the examiners will proceed to the next section of the examination.
- Candidates must follow all appropriate public protection and infection control procedures during all phases of the practical examination that will ensure the health, safety, and welfare of the public. In the event of a blood spill candidates will be expected to follow the NIC Health and Safety Standards. Failure to do so may result in your dismissal from the examination.
- Talking with the examiners during the examination is strictly prohibited. Doing so will result in your dismissal from the examination and a report of your actions to the proper authorities. Your examiner has been instructed not to answer any questions concerning your examination. This ensures equal opportunity for all candidates and standardization in testing for the National Practical Examination. If you have an emergency situation please ask to speak with the examination coordinator.
- Manufacturer's labels are required on all disinfectants and sanitizers.

MANNEQUIN(S)

Mannequin Head

If you are required to bring a mannequin head(s), it is the candidate's responsibility to appear at the practical examination with their mannequin head(s).

Mannequin heads that have been purchased pre-sectioned indicating the sections by various colors and/or notches are NOT allowed during any part of the practical examination.

Mannequin Hand

If you are required to bring a mannequin hand(s) for the practical examination. Mannequin hands with digital fingers (trainer hands) are NOT permitted during the examinations. Prior to reporting to the examination candidates **MUST** apply a set of nails to the mannequin hand. The artificial nails must cover the entire nail bed of each finger.

INSTRUCTOR PRACTICAL EXAMINATION CONTENT SECTIONS

The scope of the National Instructor Practical Examination includes 4 core domain services. The core domain services are based on the national job analysis. The core domain services are as follows:

Core Domain Services

Theory Lesson Plan
Theory Lecture
Demonstration Lesson Plan
Demonstration Lecture

THEORY LESSON PLAN (10 minutes)

Verbal Instructions:

"Please hand the examiner 1 copy of the lesson plan that you have prepared for today's lecture, you may retain one copy."

"You will have 10 minutes to set up your classroom for the lecture."

"You will be informed when you have 5 minutes remaining."

(1) *"The instructions will be repeated."* **(2)** *"You may begin."*

Lesson plan will be evaluated on the following tasks:

- Lists course title (e.g., Cosmetology, Nail Technology, Esthetics, Barbering, etc.)
- Lists assigned topic
- Lists appropriate time required specific to assignment (20 minutes)
- Lists lesson/learning objective specific to student learning and relevant to topic (e.g., "Student will be able to...")
- Lists reference(s) used by instructor to prepare for lesson
- Lists teaching/visual aid(s) relevant to assigned topic
- Lists students' prior assignment (e.g., previously assigned chapters, handouts, etc.)
- Lists vocabulary word(s) relevant to topic
- Lists reason(s) why topic is important for students (e.g., client retention, safety, money, etc.)
- Lists steps of procedure for topic in correct order
- Provides safety procedure(s) relevant to topic in lesson plan
- Provides summary of lesson plan
- Lists students' follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Lists method(s) of assessment to evaluate students' retention of topic (e.g., test, quiz, written, or verbal questions, etc.)

THEORY LECTURE (20 minutes)

Verbal Instructions:

"Now that you have completed your set up you may begin your theory lecture."

"You will be evaluated for proper implementation of the assigned theory lesson topic."

"You will be evaluated for content, presentation, and communication skills."

"You will be expected to use appropriate teaching methods and instructional teaching aids."

"You will be expected to convey proper safety and infection control procedures."

"You will have 20 minutes to complete this section."

(1) *"The instructions will be repeated."* **(2)** *"You may begin."*

Candidates will be evaluated on the following tasks:

Procedures and Content

- States lesson topic
- Presents lesson/learning objective specific to student learning and relevant to topic (e.g., "The student will be able to...")
- Presents reason(s) why topic is important for students (e.g., client retention, safety, money, etc.)
- Uses teaching aid(s) to focus students' attention

- Teaching aid(s) are visible to all students
- Explains safety and client protection procedure(s) listed in lesson plan
- Uses professional vocabulary relevant to topic
- Defines vocabulary word(s) as outlined in lesson plan
- Presents steps of procedure in correct order
- Asks questions relevant to topic to elicit student response
- Uses eye contact throughout room
- Confines lecture to assigned topic
- Covers complete content of lesson plan
- Presents students' follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Presents method(s) of assessment to evaluate students' retention of topic (e.g., test, quiz, written, or verbal questions, etc.)
- Summarizes theory lecture (e.g., re-states key points, paraphrases lesson plan, etc.)
- Follows time frame for assignment (20 minutes)

Verbal Instructions after Instructor has concluded the Theory Lecture:

"Now that you have concluded your theory lecture you may put away all supplies that you are finished working with. Once completed I will read the instructions for the demonstration lecture set up."

**DEMONSTRATION LESSON PLAN
(10 minutes)**

Verbal Instructions:

"Please hand the examiner 1 copy of the lesson plan that you have prepared for today's demonstration lecture, you may retain one copy."

"You will have 10 minutes to set up your classroom for the demonstration lecture."

"You will be informed when you have 5 minutes remaining."

(1) "The instructions will be repeated." (2) "You may begin."

Lesson plan will be evaluated on the following tasks:

- Lists course title (e.g., Cosmetology, Nail Technology, Esthetics, Barbering, etc.)
- Lists assigned topic
- Lists appropriate time required specific to assignment (30 minutes)
- Lists lesson/learning objective specific to student learning and relevant to topic (e.g., "The student will be able to...")
- Lists reference(s) used by instructor to prepare for lesson
- Lists supplies, implements, equipment, and/or teaching/visual aid(s) needed for lesson
- Lists students' prior assignment (e.g., previously assigned chapters, handouts, etc.)
- Lists reason(s) why topic is important for student(s) (e.g., client retention, safety, money, etc.)
- Lists steps of procedure for topic in correct order
- Provides safety procedure(s) relevant to topic in lesson plan
- Provides summary of lesson plan
- Lists students' follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Lists method(s) of assessment to evaluate students' retention of topic (e.g., test, quiz, written, or verbal questions, etc.)

**DEMONSTRATION LECTURE
(30 minutes)**

Verbal Instructions:

"Now that you have completed your set up you may begin your demonstration lecture."

"You will be evaluated for proper implementation of the assigned demonstration lecture lesson topic."

"You will be evaluated for proper procedures, content, presentation, and communication skills."

"You will be expected to use appropriate teaching methods and instructional teaching aids."

"You will be expected to convey proper safety and infection control procedures."

"You will have 30 minutes to complete this section."

(1) "The instructions will be repeated." (2) "You may begin."

Candidates will be evaluated on the following tasks:

Procedures and Content

- States demonstration topic
- Presents lesson/learning objective specific to student learning and relevant to topic (e.g., "The student will be able to...")
- Presents reason(s) why topic is important for students (e.g., client retention, safety, money, etc.)
- Identifies implements, supplies, equipment, and/or teaching/visual aid(s) needed to demonstrate assigned topic
- Demonstrates and explains safety and client protection procedure(s) listed in lesson plan
- Demonstrates steps of procedure for topic in correct order
- Simultaneously demonstrates and explains assigned topic
- Confines demonstration and explanation to assigned topic
- Demonstration can be observed by all students
- Uses professional terminology relevant to topic
- Asks questions relevant to topic to elicit student response
- Uses eye contact throughout room
- Presents students' follow-up assignment (e.g., read a chapter, complete worksheets, etc.)
- Presents method(s) of assessment to evaluate students' retention of topic (e.g., test, quiz, written, or verbal questions, etc.)
- Summarizes demonstration lecture (e.g., re-states key points, paraphrases lesson plan, etc.)
- Follows time frame for assignment (30 minutes)

CANDIDATE SUMMARY AND FINAL CLEANUP

Verbal Instructions:

"This concludes the National Practical Examination. Please make sure that all kit supplies and disposable materials are taken with you. Please do not dispose of waste materials, chemicals, or water in the trash receptacles or restrooms as they are unable to accommodate all waste materials from every candidate that takes the examination."

INSTRUCTOR REFERENCES

Milady's Master Educator Student Course Book, 2001

Milady, an imprint of Thomson Delmar Learning
5 Maxwell Drive
Clifton Park, NY 12065
(800) 730-2214
www.Milady.com

Salon Fundamentals

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NIC Health and Safety Standards

NIC, Inc., October 2002
www.nictesting.org

NIC HEALTH AND SAFETY STANDARDS BLOOD SPILL PROCEDURE

If a blood spill should occur, the following steps **MUST** be followed:

- **SUPPLY INJURED PARTY WITH LIQUID STYPTIC/ANTISEPTIC AND THE APPROPRIATE DRESSING TO COVER THE INJURY.**
 - **DOUBLE BAG ALL BLOOD-SOILED (CONTAMINATED) ARTICLES AND LABEL WITH RED OR ORANGE BIOHAZARD WARNING.**
- This is the responsibility of the candidate and should be executed as follows:*

CANDIDATE INJURY – FOR EXAMINATION PURPOSES

1. **PROTECTION** - If a cut is sustained, stop the service and clean the injured area.
2. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
3. **DRESSING** - cover the injury with the appropriate dressing.
4. **COVER** injured area with finger guard or glove as appropriate.
5. **CLEAN** model/client and station as appropriate.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

MODEL INJURY – FOR EXAMINATION PURPOSES

1. **STOP** service.
2. **GLOVE** hands of candidate/student/licensee.
3. **CLEAN** injured area as appropriate.
4. **APPLY** antiseptic and/or liquid or spray styptic as appropriate (see NOTE).
5. **COVER** the injury with the appropriate dressing to prevent further blood exposure.
6. **DOUBLE BAG** and dispose of all contaminated objects. Clean hands with antimicrobial cleanser.
7. **RETURN** to service.

EXAMINATIONS:

- **EXAMINER IS TO USE UNUSED DISPOSABLE LATEX GLOVES OR NON-ALLERGENIC EQUIVALENT WHEN CHECKING THAT CANDIDATE'S SERVICE. DOUBLE BAG AND DISPOSE USED GLOVES.**
- **FOLLOW WITH ANTIMICROBIAL SCRUB ON HANDS.**
- **DOCUMENT INCIDENT IN BLOOD SPILL LOG.**

NOTE: DO NOT ALLOW CONTAINERS, BRUSHES, NOZZLES OR LIQUID STYPTIC TO TOUCH THE SKIN OR CONTACT THE WOUND. USE AN APPLICATOR. EXAMINERS SHOULD ALSO COMPLETE AN INCIDENT REPORT.

WET DISINFECTION STANDARD

- 1** All tools and implements, **EXCEPT THOSE THAT HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered, *bactericidal, virucidal, fungicidal, and pseudomonacidal (Formulated for Hospitals)* disinfectant that is mixed and used according to the manufacturer's directions.
- 2** All tools and implements **WHICH HAVE COME IN CONTACT WITH BLOOD OR BODY FLUIDS** must be disinfected, at minimum, by complete immersion in an EPA registered disinfectant that is effective *against HIV-1 and human Hepatitis B Virus or Tuberculocidal* that is mixed and used according to the manufacturer's directions.

DRY STORAGE STANDARD

Disinfected implements must be stored in a disinfected, dry, covered container and be isolated from contaminants.

HAND WASHING

(Anti-Bacterial Soap is recommended)

Thoroughly wash hands and the exposed portions of arms with antibacterial soap and water before providing services to **each client** and after smoking, drinking, eating, and using the restroom.

NAIL TECHNOLOGY

Practical Examinations

Liquid Monomer containing *Methyl Methacrylate (MMA)* is **prohibited** for use during NIC practical examinations.

Odorless sculpture nail products **are required** for use during NIC practical examinations.

Adopted as amended October 2002

Visit our website at www.nictesting.org